



TREASURY DEPARTMENT

WASHINGTON, D.C. 20220

OFFICE OF
ADMINISTRATIVE SERVICES

Administrative Circular No. 159
Supplement No. 1 (Revised)

July 3, 1967

To Heads of Bureaus,

Treasury Department

SUBJECT: Liaison between the Treasury Public Reading Room and Treasury
bureaus and offices under the Freedom of Information Act.

The Treasury Department Library will serve as the Treasury Public Reading Room for all Treasury bureaus and offices except the Bureau of Customs, Bureau of Narcotics and the Internal Revenue Service in making available those records of the Department which must be provided to the public and will act as a liaison and a referral service when a request for identifiable records is made personally at the Treasury Public Reading Room.

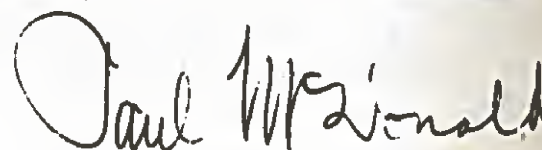
The availability of Treasury records is governed by the Freedom of Information Act (Pub. L. 90-23, 5 U.S.C. 552) and the implementing regulations of the Department signed by the Secretary of the Treasury June 28 (31 CFR Part 1) or the regulations under 5 U.S.C. 552 of the bureau or office to which the record belongs.

Those records identified in 5 U.S.C. 552(a)(2) issued on or after July 4, 1967, and appropriate indexes relating to such records as the issuing office or bureau determines will meet the requirements of the Act, should be forwarded promptly to the Treasury Public Reading Room by all Treasury bureaus and offices, except the Bureau of Customs, Bureau of Narcotics and the Internal Revenue Service. The non-excepted bureaus and offices should also forward to the Treasury Public Reading Room, to the extent they find it feasible and desirable, 5 U.S.C. 552(a)(2) records issued prior to July 4, 1967, and indices relating thereto. Bureaus and offices need not forward to the Treasury Public Reading Room 5 U.S.C. 552(a)(1) records since they are published in the Federal Register and indexed therein, and are available in the Library. However, to the extent that such records are not codified in the Code of Federal Regulations, it would be helpful if bureaus and offices forwarded any indexes to these records which they have prepared for their own use. It will facilitate locating such matters as may be published as a NOTICE in the Federal Register.

In order for the Treasury Public Reading Room to serve efficiently requests for identifiable records, as provided in 5 U.S.C. 552(a)(3), it is imperative that each bureau and office promptly forward to Lillian C. McLaurin, Chief of the Library Division, the identity, telephone number and room number of the employee(s) to whom a requester should be directed. If, however, as a matter of policy, a bureau or office wishes to make identifiable records, or determinations in regard thereto, available at the Treasury Public Reading Room, the bureau or office should notify Miss McLaurin of this fact and forward to her the identity, telephone number and room number of the employee(s) to whom the Treasury Public Reading Room may direct a request for such records and related determinations.

The Public Reading Room will provide copying services and will accept payment of the exact or estimated amount of the fees imposed under the governing regulations. It will record each request on a form which will show all the necessary information to service the request.

Supplement No. 1, dated June 22, 1967, to Administrative Circular No. 159 is revoked.



Paul McDonald
Director of Administrative Services